



P.O. Box 104355, 832 Weathered Rock Court, Jefferson City, Missouri 65110
WWW.MCHCP.ORG

Telephone: 800-701-8881
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Ron Meyer
Executive Director

****ATTENTION****
PAYROLL/PERSONNEL REPRESENTATIVES

In preparation for Open Enrollment for the plan year of 2004, MCHCP and the Cafeteria Plan will be conducting joint training workshops for Payroll/Personnel Representatives. PEBSCO may also be in attendance with information on new tax laws. We plan to provide information on...

- **Benefits**
- **Rates**
- **State Contribution Strategy**
- **Changes**
- **Forms**

We hope this workshop will assist you during the upcoming Open Enrollment period. The assistance you give to your co-workers and us during this time, as well as throughout the year, is greatly appreciated.

Please make a reservation today for one of the MCHCP workshop sessions shown on the enclosed schedule. Also look at the enclosed enrollment form for options on how to enroll. Please be sure to include your e-mail address, as this will be the primary source of confirmation/contact this year.

Thank You!



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OPEN ENROLLMENT 2004 TRAINING WORKSHOP SCHEDULE FOR STATE PAYROLL/PERSONNEL REPRESENTATIVES

Mtg #	Dates and Times	Locations
1	Tuesday, September 09, 2003 9:00 a.m.	CAPE GIRARDEAU Drury Lodge I-55 Rt. K Exit 96 Lincoln Room
2	Monday, September 08, 2003 2:00 p.m.	POPLAR BLUFF Butler County DFS 1903 Northwood Drive Front Conference Room
3	Tuesday, September 02, 2003 1:00 p.m.	ST. LOUIS Wainwright State Office Building 111 North 7 th Street Gallery Room
4	Wednesday, September 03, 2003 9:00 a.m.	ST. LOUIS Wainwright State Office Building 111 North 7 th Street Gallery Room
5	Tuesday, September 30, 2003 10:30 a.m.	KIRKSVILLE Kirksville Regional Center 1702 E. La Harpe Multi-purpose Room
6	Tuesday, September 02, 2003 9:00 a.m.	JEFFERSON CITY Truman Building 301 W. High Street Rooms 490/492
7	Thursday, September 04, 2003 1:00 p.m.	JEFFERSON CITY MCHCP 832 Weathered Rock Court Board Room
8	Monday, September 08, 2003 9:00 a.m.	JEFFERSON CITY Truman Building 301 W. High Street Rooms 490/492
9	Thursday, September 04, 2003 1:00 p.m.	KANSAS CITY KC Regional Center 821 E. Admiral Conference Rooms 3 & 4
10	Friday, September 05, 2003 9:00 a.m.	KANSAS CITY KC Regional Center 821 E. Admiral Conference Rooms 3 & 4
11	Friday, September 05, 2003 10:00 a.m.	ST. JOSEPH Northwest MO Rehabilitation Center 3502 Frederick Museum Conference Room
12	Thursday, September 04, 2003 11:00 a.m.	SPRINGFIELD Springfield Regional Center 1515 Pythian Multi-purpose Room



REGISTRATION FORM

☐ **YES!** I would like to attend an MCHCP Open Enrollment Payroll/Personnel Training Workshop.

Please register below. Since the attendance for each workshop is limited, please register as soon as possible. A confirmation notification will be sent to you.

Name: _____	
Agency: _____	
Work Phone: _____	
E-mail Address: _____	
1st Choice-Date: _____	Mtg # _____
2nd Choice-Date: _____	Mtg # _____

REGISTER BY ONE OF THE FOLLOWING:

Mail: MCHCP
Attn: Linda Cochran
PO Box 104355
Jefferson City, MO 65110

E-Mail: Linda_Cochran@mail.mchcp.org

Telephone: (800) 701-8881, ext. 64068

Fax: (573) 522-3420